

Code of Conduct

Key principles

- We are committed to maintaining an environment free from discrimination, victimisation, harassment and bullying. This Code of Conduct sets out both the behaviour that we expect from our members, subcontractors and volunteers, and the behaviour that is not acceptable and could lead to disciplinary action.
- All volunteers, members and subcontractors must be respectful of the Company's hired premises and property. Please help to keep these clean, tidy and professional.
- Volunteers, subcontractors and members are expected to:
 - be polite, courteous and respectful towards one another, to staff and to audience members.
 - to honour all commitments, they have made to SMTC.

Discrimination

We aim to ensure that all members, subcontractors and volunteers who provide services to SMTC receive equal treatment irrespective of:

- gender (including gender reassignment)
- marital or civil partnership status
- sexual orientation
- race, colour, ethnic or national origins
- religion or belief
- pregnancy
- disability

All our casting decisions will be made without discrimination other than where there is a genuine requirement to do so for artistic reasons, this will be driven by the licencing company.

- There are two broad forms of discrimination under UK legislation: direct and indirect discrimination.
 - Direct discrimination generally constitutes less favourable treatment because of one or more of the characteristics listed above.
 - Indirect discrimination generally occurs where a provision, criterion or practice which may appear neutral and apply equally to all, in fact inadvertently puts a group of people who share one or more of the characteristics listed above at a disadvantage in comparison with others.
- Discrimination may also occur as a result of victimisation, harassment or bullying.
- If you consider that you are disabled within the meaning of the Equality Act 2010 and that this prohibits or limits your involvement at SMTC, please speak to any member of our Executive Committee (any of the directors) who will discuss with you whether there are any adjustments that could reasonably be made to our premises and/or facilities that would enable you to participate as you would like.

Harassment

Harassment generally consists of unwanted conduct (based on one or more of the above characteristics) which has the purpose or effect of:

- violating a person's dignity; and/or
- creating an intimidating, hostile, unsafe, degrading or offensive environment.

It is irrelevant whether the alleged harassment is intentional or not.

The following are examples of harassment. This list is intended as a guide and is not exhaustive:

- physical conduct – unwanted touching, patting, pinching, assault, coercion for sexual favours or physical threats;
- verbal conduct – unwelcome advances, critical nicknames, innuendo, insults or abusive language;
- non-verbal conduct – the display or sharing of pornographic or suggestive pictures, offensive or abusive gestures, objects or written material (other than in connection with a production for artistic purposes);
- bullying – offensive, intimidating, insulting, humiliating or demeaning behaviour which attempts to undermine an individual.

Sexual harassment

It is never appropriate to verbally sexually objectify anyone's body in a rehearsal room or theatre.

It is never appropriate for an actor to be made to feel vulnerable through nudity, undress or costuming.

It is never appropriate to send overly personal or suggestive communications to a junior. Neither is it acceptable for unsolicited communications of an aggressive or sexual nature to be sent to another non-consenting adult member

It is never appropriate to initiate unwanted intimate physical contact. It is never appropriate for someone in a junior role to be asked by someone in a senior role to work outside rehearsal hours in their private home.

Where acts of sexual harassment are deemed serious, persistent or repeated despite them being "called out", SMTC will take action, including the engagement of external agencies to investigate the matter. SMTC reserves the right to sanction an individual including cancellation of membership.

Sanctions will vary depending on the circumstances of each case, but every complaint brought formally to management attention will be properly investigated.

How we treat each other

We will treat everyone with equal respect.

We recognise that we are all individuals and we all think and act differently and that diversity is our richness. We also recognise the value in each of our roles and each other's skills as individuals or as teams.

We will all behave as responsible adults in a polite and courteous manner and should expect to be treated as such.

We don't want a culture where people cannot touch each other to express support or in comradery, but we recognise that some people do not want to be touched and that's okay.

We all have a responsibility to show each other respect throughout our interactions with one another. We will schedule rehearsals with fair notice, we will be punctual, we will be present when called and engage fully. We will not show favouritism and we will allow space for all opinions.

We all share a responsibility for each other's wellbeing within the company. We all spend a lot of time together and we will make an effort to enhance each other's experience as a member of SMTC.

We are all capable of making mistakes or acting outside of the values of our Code of Conduct, but we will endeavour to rectify the mistakes we have made.

We will not be too proud or stubborn to apologise. We will also accept apologies and not hold grudges.

If something makes you uncomfortable, you have the right to ask for it to stop. If others appear to feel differently that does not mean that you are in the wrong. It is what makes you feel uncomfortable that matters.

You should not be made to feel uncomfortable for asking people to treat you in a respectful manner. If you raise something, it is reasonable to expect your fellow members to seek to amend their behaviour.

We want members to feel empowered to deal with less serious matters in their own way, but we realise that this is not always easy. You have the right to expect the assistance of the director/s in dealing with serious issues, or with less serious issues that can't be resolved.

You will not be criticised for raising matters which others may feel are trivial. What you do or don't find acceptable is a matter for you, not for others.

We will communicate with others in order to solve problems and discuss issues. We do not have a culture of blaming or shaming.

We do not believe shouting is ever okay.

We think that occasional swearing is okay to let off steam, but it is never to be directed at anyone or done in an aggressive way.

How we interact with others

We pride ourselves on our friendly welcome to anyone participating in an SMTC show.

We often work with external service providers (directors, musical directors, lighting engineers, sound engineers) and expect them to read this statement and respect it whilst they are working with us.

We think humour is vital and it plays a large part in creating a happy, healthy environment but we will be mindful that one person's "banter" may be another person's embarrassment.